

COVID-19 Screening Tool

July 2020

The Washington State Department of Health recommends that employers screen staff and visitors (excluding customers in retail) either at the beginning of each shift or visit to the facility to prevent the spread of COVID-19.

Temperature check instructions

- Employers should ask employees to take their temperatures at home prior to arriving at work or take the employees temperature prior to the start of their shift. If temperature checks will be done at work, the employer should ensure this is done safely and respectfully using a “no touch” or “no contact” type of device.
- Employers should use physical distancing, barriers, or partitions to maintain and ensure physical distancing during the screening. The temperature screener should be trained and wear personal protective equipment (PPE), e.g. mask/face covering and gloves.
- The employer should provide screening materials/information about temperature checks in languages that employees/visitors understand.

Any temperature of 100.4 or higher is considered a fever. The employee must be sent home and the visitor should not be remain at the facility.

Screening Questionnaire

Ask employees/visitors/volunteers the following questions:

1. Have you had contact with anyone that you know has been diagnosed with COVID-19? Contact is defined as being within 6 feet (2 meters) for more than 15 minutes with a person or having direct contact with infectious fluids from a person with confirmed COVID-19 (for example, being coughed or sneezed on).

☐ Yes ☐ No

2. Have you had a positive COVID test for active virus in the past 10 days?

☐ Yes ☐ No

Continues on next page

Screening Questionnaire continued

3. Do you have one of these symptoms that you cannot attribute to another condition?

- | | |
|---|--|
| <input type="checkbox"/> Fever or chills | <input type="checkbox"/> Fatigue |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Shortness of breath or difficulty breathing |
| <input type="checkbox"/> Headache | <input type="checkbox"/> Recent onset of loss of taste or smell |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> Congestion |
| <input type="checkbox"/> Nausea or vomiting | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Muscle or body aches | |

If an employee or visitor answers “yes” to any of these questions, employers should do the following:

- ☐ Do not let the employee or visitor enter the workplace/facility.
- ☐ Immediately separate the employee from other people and arrange transport for home or to a medical facility if indicated.
- ☐ It is recommended that the employee receives timely COVID-19 testing. If they had close contact with a person with COVID-19, employees should be tested no sooner than 48 hours after exposure.
- ☐ If the employee does not have a healthcare provider: free or low-cost testing is available at several locations to anyone, regardless of immigration status.
- ☐ The employee should not return to work until they have completed their quarantine or isolation period.

Use the Screening Log on the next page to keep a record that the screening has occurred and any action taken.

- Any employee who was potentially exposed to someone with COVID-19 and HAS symptoms of COVID-19 should self-isolate and follow CDC recommendations
- Any employee who has potentially been exposed but DOES NOT HAVE symptoms should remain at home or in a comparable setting and practice social/physical distancing for 14 days.
- All other employees and/or visitors should self-monitor for symptoms. A face covering should be worn in public when social/physical distancing cannot be maintained. If an employee develops symptoms, they should notify their supervisor and stay home.

COVID-19 Screening Tool

Screening Log:

[illegible]

SAFETY REQUIREMENTS FOR COVID-19



Health and Safety Guidance for Employees During the Pandemic

WHY WE'RE CONCERNED ABOUT COVID-19 IN THE WORKPLACE

- Potential for severe illness and pneumonia from COVID-19
- Anyone can get it, and anyone can get a serious illness, though some people are at higher risk:
 - Age 60 +
 - Health conditions
- You can be infected and not have any symptoms, so you can spread it without knowing

We must prevent workers from getting sick and taking COVID-19 home.

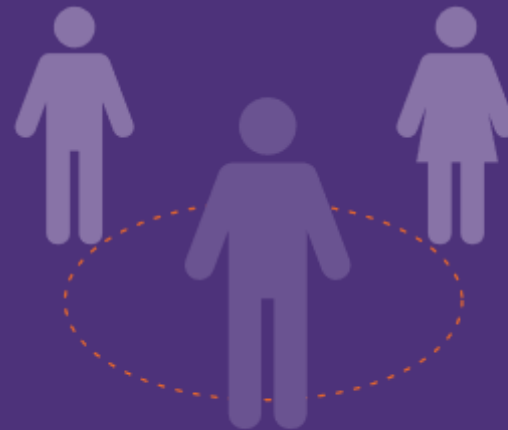


HOW COVID-19 SPREADS

When an infected person coughs or sneezes



Between people who are within about 6 feet



By touching something with the virus and then touching your face.



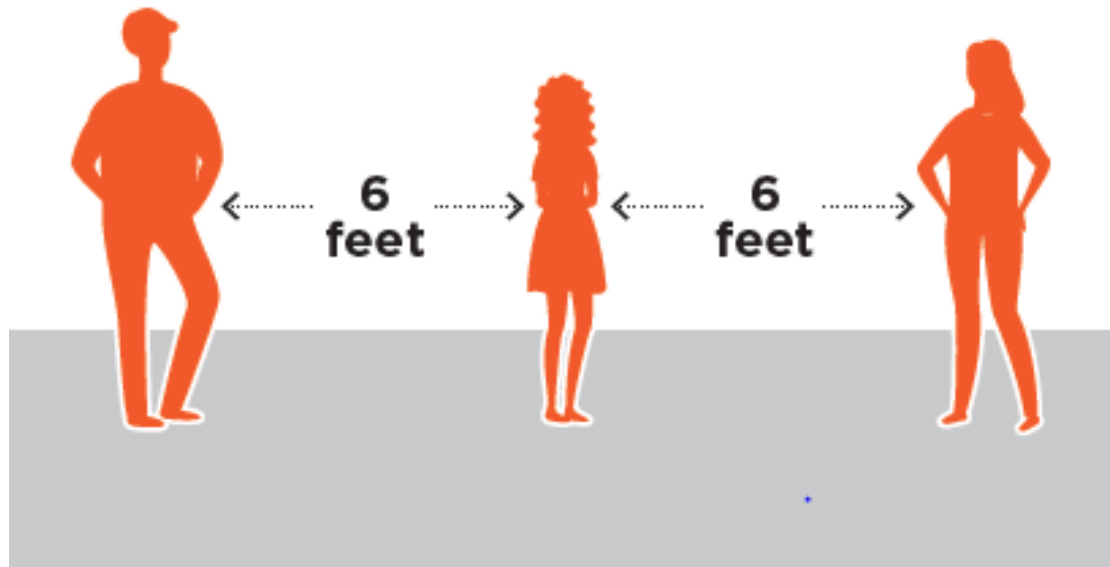
Anyone can get it.

Anyone can spread it.

And everyone can help stop it.

MAINTAIN PHYSICAL DISTANCE

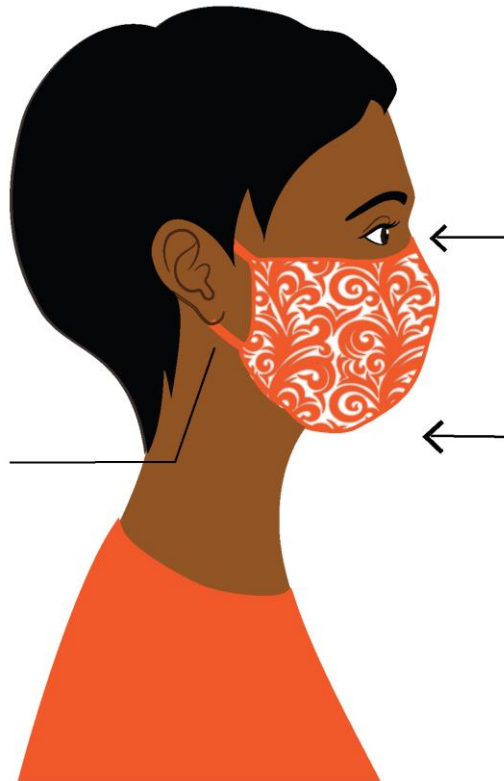
☒ **Keep at least 6 feet
apart from others.**



WEAR A FACE COVERING AT ALL TIMES



Tighten the loops or ties so it's snug around your face, without gaps.



Mask should cover from just under the bridge of your nose to under your chin.

WEARING YOUR MASK LIKE THIS WON'T PROTECT YOU OR OTHERS

DON'T:
Wear the
mask below
your nose.



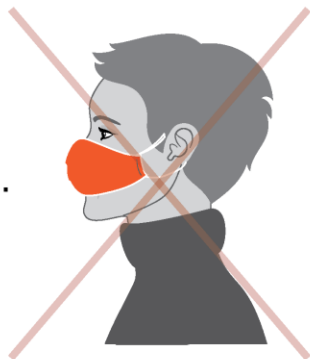
DON'T:
Wear your
mask loosely
with gaps
on the sides.



DON'T:
Push your
mask under
your chin to
rest on your
neck.



DON'T:
Leave your
chin exposed.



DON'T:
Wear your
mask so it
covers just the
tip of your nose.



DON'T:
Wear a
vented mask.
It doesn't
protect others
from germs.



PRACTICE GOOD HEALTH HABITS



Cover coughs and sneezes.



Wash hands thoroughly
and often.

CLEANING AND DISINFECTING



- Clean surfaces using soap and water, then use disinfectant.
- Practice routine cleaning of high touch surfaces.

WATCH FOR THE SIGNS AND SYMPTOMS OF COVID-19

Common symptoms include:



Cough



**Fever
(higher
than 100°F)**



**Shortness of
breath**



Sore throat



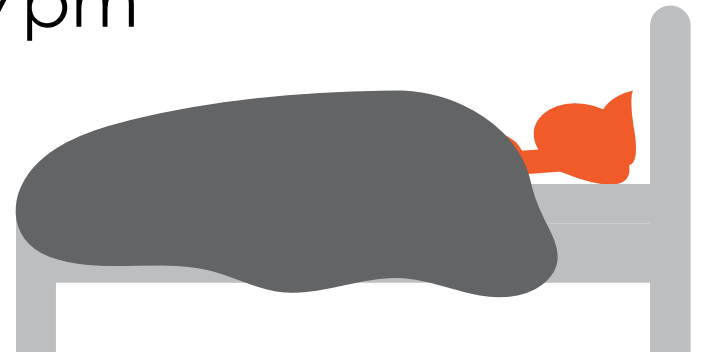
**General body
aches**

Feel sick? Stay home and call a doctor.

If you don't have a doctor, call the King County COVID-19 call center.

 **206-477-3977**

Interpreters available
Open 8 am – 7pm



Get tested at the first sign of illness.

Ask your doctor to arrange a test, even if your symptoms are mild. If you don't have a doctor, call the King County COVID-19 call center.



206-477-3977

Had close contact with someone with COVID? Stay home.

- If you have had close contact with someone who has the virus, stay home for 14 days.
- Do this even if you don't feel sick yourself.



You can use your paid sick leave:

- If you must isolate yourself because you are sick or have been exposed to someone with the virus.
- If you must stay home to care for a family member who is sick

**Other steps we're taking for safety
in our workplace**



For more information about COVID-19:

kingcounty.gov/covid

Public Health
Seattle & King County



STOP COVID FROM SPREADING

COMPLY WITH COVID-19 REOPENING REQUIREMENTS

- ☐ Appoint a **site supervisor** and **create a safety plan**
- ☐ **Educate workers** about COVID-19 policies. Post signs and provide training in languages that employees understand.
- ☐ **Screen employees daily.** At start of each shift, ask staff about COVID-19 symptoms or teach them to self-screen and report. If they have symptoms, advise them to stay home and call their doctor about testing.
- ☐ Employees must **properly wear face coverings** at all times.
- ☐ Employers must **provide personal protective equipment (PPE)** such as gloves, goggles, face shields and face masks as appropriate or required for the activity being performed
- ☐ Employees must **maintain 6-foot distance** from others whenever possible.
- ☐ Require **frequent and thorough handwashing.** Provide soap and paper towels.
- ☐ Follow proper **cleaning and disinfecting** procedures.
 - Clean and disinfect high-touch surfaces such as door handles, touch pads, etc. hourly.
 - Clean and disinfect restrooms frequently.
- ☐ **Maintain occupancy** to current phase requirements.
- ☐ **Customers must wear face coverings** unless they have a medical condition that prevents them from doing so. Post signs advising them of this requirement. Refuse entrance to customers not wearing a face covering.
- ☐ Make sure that **customers social distance.** Post signs about social distancing. Use floor markings or other cues showing customers what 6 feet looks like.
- ☐ If you have a **positive case** in your workplace, **report it to Public Health Seattle & King County within 24 hours.** www.kingcounty.gov/depts/health/covid-19/workplaces/report-cases

This is not a complete list of all COVID-19 reopening requirements. Make sure that you are familiar with State proclamations and COVID-19 requirements for your industry.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

PLEASE PROTECT YOURSELF AND COWORKERS FROM COVID-19



Public Health
Seattle & King County 

Stay home if you have any of these symptoms:

fever OR **shortness of breath** OR **cough** **Other symptoms:**



- chills
- muscle pain
- sore throat
- loss of taste or smell

Wash your hands often for 20 seconds.



This is about as long as singing the "Happy Birthday Song" twice.

DO wear a face covering safely.



Tighten the loops or ties so it's snug around your face, without gaps.



Mask should cover from just under the bridge of your nose to under your chin.

- ✓ Always wash your hands before and after wearing a mask.
- ✓ Use the ties or loops to put your mask on and pull it off.
- ✓ Don't touch the front of the mask, especially when you take it off.
- ✓ Put on and remove your mask while inside your home. Public transportation, elevators and stairwells can be high-contamination areas.
- ✓ Wash and dry your cloth mask daily and keep it in a clean, dry place.
- ✓ Remember that masks offer only limited protection and work best in combination with hand washing and physical distancing.



DON'T:
Wear the mask below your nose.



DON'T:
Leave your chin exposed.



DON'T:
Wear your mask loosely with gaps on the sides.



DON'T:
Wear your mask so it covers just the tip of your nose.



DON'T:
Push your mask under your chin to rest on your neck.

PLEASE PREVENT THE SPREAD OF COVID-19



✓ Stay home if you are feeling sick, including:

fever OR shortness of breath OR cough OR any other sign of illness

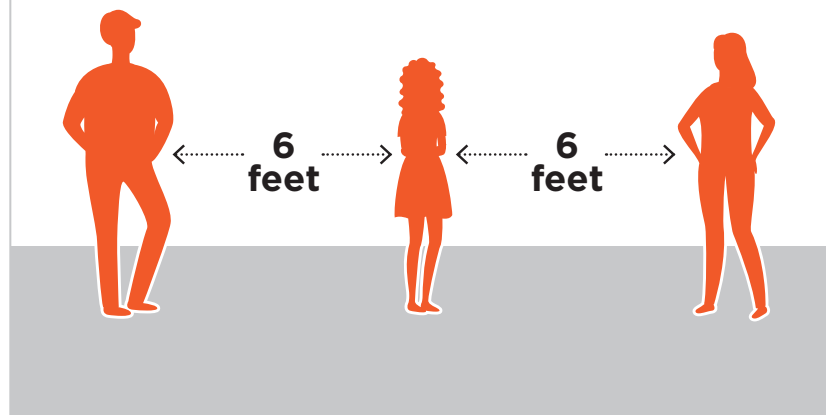


✓ Please wear a face covering.



Mask should cover from just under the bridge of your nose to under your chin.

✓ Keep at least 6 feet apart from others.



WORKPLACE REQUIREMENTS DURING COVID-19



Stay home if you have any of these symptoms:

fever OR **shortness of breath** OR **cough**



Other symptoms:

- chills
- muscle pain
- headache
- sore throat
- loss of taste or smell
- nausea or vomiting
- diarrhea

Wash your hands often

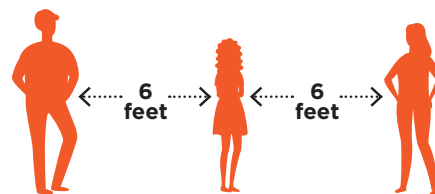


Use soap and water for at least 20 seconds. If unavailable, use hand sanitizer.

Wear face coverings while working within 6 feet of others.



Mask should cover from just under the bridge of your nose to under your chin.



Keep at least 6 feet from others as much as possible.

Clean and sanitize surfaces frequently.



Cover coughs and sneezes and avoid touching your face.



SOME PEOPLE MAY NOT BE ABLE TO WEAR FACE COVERINGS



Some people are exempt from mask requirements for health and safety reasons.



For example:

- ✓ People with disabilities
- ✓ Health conditions that make it unsafe to wear
- ✓ Children under age two

Patrons who state they have one of these conditions can request an accommodation. Businesses should find ways to provide reasonable accommodations.